



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II	37	G	9.312
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I	35	G	9.315

SERIES CONCEPT

Incumbents in this class series organize, control and direct a major maintenance station equipment shop or the Equipment Division's headquarters equipment shop; supervise equipment shop personnel; and perform related duties as required.

Schedule equipment for repairs by reviewing the report of condition prepared by drivers, consulting with highway maintenance supervisors and by periodically reviewing of equipment in the fleet. Complete and/or review repair orders prepared by a mechanic; determine the type and complexity of work to be performed; determine priority of repairs and whether or not repairs will be completed in-house based on needs of maintenance division personnel, time and cost of repairs, and prior history of the equipment; arrange for warranty work or for repairs which will be completed by an outside vendor or division headquarters; ensure repairs are completed correctly and in a timely manner.

Supervise a variety of equipment shop personnel such as mechanics, skilled craft workers, and garage service personnel, including hiring, determining assignments, providing training and technical assistance, and evaluating performance; ensure all personnel comply with federal and state laws and regulations and state, agency, and division policies and procedures. Monitor the training and progress of participants in the Equipment Mechanic-In-Training program.

Prepare the budget for the equipment shop including operating expenses and recommendations for capital improvements and non-rental equipment by reviewing past expenditures; assessing future needs and priorities; developing equipment specifications; and participating in specification review committee meetings. The budget recommendation is submitted to division management for review and incorporation into the division budget.

Ensure hazardous chemicals and waste products are stored, collected and disposed of in accordance with state and federal regulations. Ensure employees are informed and receive proper training in the use of the materials and safety procedures.

Inspect equipment shop and adjoining buildings and yards for proper security and maintenance; safety and fire hazards; compliance with state and federal regulations; and take corrective action as needed.

Ensure that all new equipment received complies with specifications and is prepared for delivery to the districts. Ensure condition reports are completed on turned-in equipment and equipment is prepared for the State Purchasing disposal sale. Ensure fleet of loan vehicles is available and ensure delivery to designated locations. May investigate accidents involving agency vehicles and equipment.

CLASS CONCEPTS

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II

Under general supervision of the Equipment Operations Supervisor, organize, control and direct the Equipment Division's headquarters equipment shop; coordinate the receipt and delivery of new equipment to districts statewide and the retrieval of equipment scheduled for disposal; and perform the duties described in the class concept for Highway Equipment Mechanic Supervisor I.

This class is distinguished from Highway Equipment Mechanic Supervisor I by the responsibility for directing a large and diverse staff performing varied activities. The headquarter's equipment shop staff is comprised of highway equipment mechanics, skilled craft workers, and special equipment operators and has the specialized facilities for major repairs and modifications including an engine shop, transmission shop, machine shop and automotive painting and body shop. Consequently, the Highway Equipment Mechanic Supervisor II must incorporate statewide priorities with the work priorities established for the district.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

Under general supervision, incumbents organize, control and direct a major maintenance station equipment shop; supervise on-site and field personnel; and perform the range of duties described in the series concept.

MINIMUM QUALIFICATIONS

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II

EDUCATION AND EXPERIENCE:

I

Graduation from high school plus 30 semester credits with an emphasis in heavy equipment mechanics and five years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems. Three of the five years of experience must have been equivalent to a Highway Equipment Mechanic II in Nevada State service; OR

II

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level experience may be substituted for 30 semester credits in heavy equipment mechanics.

LICENSE: Must possess a valid Nevada driver's license at the time of application.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and agency administrative rules, policies, and procedures. Thorough knowledge of federal and state laws, rules and regulations pertaining to Department of Transportation operations.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to supervise a large and diverse staff performing complex repair, modification, and fabrication activities. Ability to coordinate the statewide delivery of new equipment and statewide retrieval of disposal vehicles.

In addition, all knowledge, skills and abilities required at the lower level of the series.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

EDUCATION AND EXPERIENCE:

I

Graduation from high school plus 30 semester credits with an emphasis in heavy equipment mechanics and five years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems. Two of the five years of experience must have been equivalent to a Highway Equipment Mechanic II in Nevada State service; OR

II

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level experience may be substituted for 30 semester credits in heavy equipment mechanics.

LICENSE: All applicants must possess a valid Nevada driver's license. Some positions may require that the applicant possess a valid Class A or B driver's license at the time of application.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the principles and practices of accounting, budgeting and purchasing. Working knowledge of state and agency administrative rules, policies and procedures. Working knowledge of federal and state laws, rules and regulations pertaining to Equipment Division operations.

Ability to plan, organize and direct shop activities in a manner which utilizes personnel and equipment most efficiently and effectively. Ability to establish and justify the need for tools, equipment, supplies, personnel and capital improvements. Ability to inspect new equipment and determine whether it complies with specifications. Ability to prepare and monitor an annual budget.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles and practices of management and supervision. Thorough knowledge of the equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers. Thorough knowledge of the methods, materials, tools and equipment used in the construction,

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment. Thorough knowledge of electrical theory and mechanical theory and design. Thorough knowledge of safe working procedures and the proper use, storage, and disposal of hazardous materials.

Ability to train, motivate, and supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance. Ability to gather, compile, and analyze data to prepare informational reports regarding equipment shop operations and procedures. Ability to determine what equipment changes and modifications are required and ability to write specifications for equipment and parts which reflect those requirements. Ability to speak to groups or on a one-to-one basis using proper grammar and vocabulary, to provide training, obtain and provide information, explain and interpret policies and procedures. Ability to design and fabricate specialized highway equipment components and systems. Ability to establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials and supplies. Ability to mediate between contending parties or groups. Ability to set priorities which reflect the relative importance of the needs of the maintenance and construction division and the capacity of the equipment shop to meet those needs within established policies and guidelines. Ability to modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently. Ability to write sufficient to prepare grammatically correct correspondence and reports. Ability to read sufficient to read and interpret service manuals, operating system manuals, and hydraulic and electrical schematics. Ability to establish and maintain cooperative working relationships with co-workers, division and agency staff, outside agencies and vendors. Ability to diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility. Ability to use various diagnostic and testing equipment and precision measuring devices. Ability to lift heavy components and equipment in a safe manner.

Skill in performing complex diagnoses, repair, rebuilding, and modifications. Skill in basic arc and acetylene welding and cutting and basic machining. Skill in repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.312</u>	<u>9.315</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	11/1/66	11/1/66
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	6/17/96UC	6/17/96UC